



Job Description
Corporate & Volunteer Engagement Coordinator

I. Overview

Category	Information
Job Title	Corporate & Volunteer Engagement Coordinator
Division	Resource Development Division
Status	Not Exempt
Hours	Full Time
Supervisor/ Reporting	Vice President, Resource Development
Supervisory Responsibilities	None.

II. Many Mansions – Exciting Times!

Many Mansions believes that everyone deserves a place to call home. It is from this belief that Many Mansions strives to provide affordable, quality, services-enriched rental housing for formerly homeless and those of very low-income in Ventura and Los Angeles Counties. To meet the need in the community, Many Mansions is expanding, doubling the number of affordable apartment homes in the next five years. The planned expansion will demand increased staff and volunteer support, institutional, corporate, and individual funding, and overall community support. The Corporate & Volunteer Engagement Coordinator position will support the Resource Development division's efforts to grow Many Mansions' corporate and community support outcomes.

I. Position Summary

The Corporate & Volunteer Engagement Coordinator is responsible to manage existing as well as identify and develop new corporate, community groups, and individual engagement in all aspects of service projects, volunteer, and internship programs. This position works across the organization to ensure smooth and effective operations of volunteering efforts designed to support resident programs, property management, and administrative needs of the organization.

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II. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of the Corporate & Volunteer Engagement Coordinator include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	Identify volunteer needs within Many Mansions' divisions and develop community service projects. Conduct a review of volunteer availability and develop an annual schedule and a plan to recruit volunteers and service groups, as needed.
2	Conduct outreach efforts to community groups, corporations, faith-based organizations, and individuals to increase Many Mansions' visibility. Promote volunteer opportunities and recruit volunteers for the organization through community engagement opportunities, social media, website, newsletter, and other communication tools.
3	Responsible for all aspects of the volunteer program, including recruitment, interviews, orientation, training, retention, recognition, and staff support and training. Coordinate all volunteers and service projects scheduling, assignment, logistics, as well as communications with staff, volunteers, and partners, including onsite management on the day of each activity.
4	In collaboration with the Vice President, develop and implement a corporate relations strategy. Develop an assets and benefits package and communication plan for potential corporate sponsors. Maintain knowledge of corporate social responsibility (CSR) trends.
5	In collaboration with the Vice President, develop a pipeline of new corporate prospects. Identify, research, develop individualized engagement plan, secure, and retain new corporate sponsors. Employ moves management strategies to move partners to a full spectrum of corporate engagement and sponsorship. Maintain accurate records of efforts in database, including acknowledgement, and track and report on progress.
6	Responsible for the coordination of interns throughout the organization. Serve as liaison with schools, Human Resources, and divisions. Verify that project assignments meet the internship requirements. Provide orientation, ongoing guidance, training, and feedback to interns and to staff they work with. Responsible for retention and recognition of interns.
7	Ensure accurate and timely record keeping and optimal usage of database. Issue reports and track metrics to measure success in number of volunteer hours, retention, and other data to help evaluate activities and identify trends. Utilizes volunteer software and other methods to manage volunteer program.

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8	Develop and document volunteer program policies and procedures. Stay up to date on current volunteer and program trends.
9	Participates the planning and presentation of Many Mansions events (including volunteer needs and general support) such as State of Many Mansions, Bowls of Hope, volunteer events, fundraising activities, and other tours and presentations.
10	Participates in professional growth opportunities through trainings, leadership opportunities and membership in community groups.

III. Qualifications & Conditions:

Category	Qualification or Condition
Required Leadership & Other Skills	<p>High degree of professionalism and accountability and great attention to details are required. Has a demonstrated ability to work well with others and provide leadership. Must be self-motivated, creative, and have ability to set priorities independently.</p> <p>Project Management skills are a must, including goal setting, tracking, and projecting outcome. Demonstrated ability to manage multiple projects and deliver high quality, accurate work while operating in a fast paced, deadline-oriented environment is required.</p> <p>Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.</p>
Communication	<p>Possesses excellent communications skills and a customer relations approach including but not limited to, the ability—</p> <ul style="list-style-type: none"> • To speak and write clearly, meaningfully, and persuasively; • To speak, listen, and respond effectively with and among staff, volunteers, agencies, residents, donors, corporate partners, and community members ; and • To give presentations and speak effectively before groups and organizations.
Mission	Passion for Many Mansions’ mission. A commitment and ability to present and advocate for the mission and to serve the community.
Computer Skills	Has proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), social media, project management tools, and data management programs. Salesforce experience is preferred.
Driving	Driving is required for this position. Therefore, the staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver’s license, and adequate motor vehicle insurance.

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Category	Qualification or Condition
Education, Experience, & Certifications	<p>Has education and experience in nonprofit, volunteer management, and/or corporate & community relations. Preferred education and experience may include any combination equivalent to the following –</p> <ul style="list-style-type: none"> • A bachelor’s degree in a relevant field + two years work experience in a nonprofit environment + relevant experience working in corporate relations development and/or with volunteers. Or: • Four years work experience in a nonprofit environment + relevant experience working in corporate relations development and/or with volunteers.
Mathematical & Reasoning Skills	<p>Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.</p>
Physical Demands	<p>While performing the duties of this job, the staff member is regularly required to sit, use hands to handle or feel objects, tools and/or controls, talk and hear. The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.</p>
Work Environment	<p>The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.</p> <p>The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.</p> <p>There must be willingness and an ability to work nights and weekends, as needed.</p>

Many Mansions expects employees to respect all who we meet, act with integrity, honesty, and compassion for others. The organization embraces diversity and works for equity and inclusion in all our apartment communities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

To apply, please email resume, cover letter, and [employment application](#) to colleenm@manymansions.org

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